

WORKSHEET: PLANNING YOUR WRITING

FOLLOW THIS 6-STEP

process to plan your own writing project.

1

Select your topic:

What are you going to write about?

2

Identify your purpose and goal:

What do you want to say or prove?

3

Assemble your notes:

Do your research, gather evidence and other valuable information

4

Put main points in a logical order:

Do your research, gather evidence and other valuable information

5

Put main points in a logical order:

Do your research, gather evidence and other valuable information

6

Prepare your final point (conclusion):

How do you want to leave things with your reader?

Follow this 6-step process to plan your own writing project. We've included an example and room for your own thoughts.

As an alternative, you might write a piece in which you compare 2 alternatives, or weigh pros and cons.

HERE'S AN EXAMPLE:



1. Select your topic:

Fluffernutter sandwiches



2. Identify your purpose and goal:

How to make a Fluffernutter, a.k.a. peanut butter and marshmallow fluff sandwiches.



3. Assemble your notes:

I'm familiar with the ingredients, process, and end result. Want to research its history. Also need to do the process in real life and take pictures of it to share.



4. Put main points in a logical order:

- Origin of the sandwich
- Ingredients you need
- How to make the sandwich
- Variations on the sandwich



5. Support each point with details:

- Will share a quick origin story
- Show a bullet list of the ingredients
- Do step-by-step detail with pictures of how to make it, and
- Offer some alternatives (with bananas, on a rice cake, and more) which could be appropriate for parties or group outings like camping



6. Prepare your final point (conclusion):

I want people to know Fluffernutters are easy to make, cheap, and are really delicious

HERE'S A TEMPLATE:

1. Select your topic:

What are you going to write about?

a. _____

2. Identify your purpose and goal:

What do you want to say or prove?

a. _____

3. Assemble your notes:

Do your research, gather evidence and other valuable information

a. _____

4. Put main points in a logical order:

Which things do you need to mention?

What should come first, and so on?

a. _____

b. _____

c. _____

d. _____

e. _____

5. Support each point with details:

Prove the value of each point with supportive information

a. _____

b. _____

c. _____

d. _____

e. _____

6. Prepare your final point (conclusion):

How do you want to leave things with your reader?

a. _____